

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050002-7

1 st Quarter
83

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/LSD/OL
3E14 Hqs.

EXTENSION

NO.

OL 10000-83

DATE

6 January 1983



STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STAT

1. C/P&PS/OL

2.

3.

4.

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10.

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13.

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15.

6 JAN 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:



STAT

Chief, Logistics Services Division, OL

SUBJECT: Office of Logistics Quarterly Planning
Conference

REFERENCE: Mult adsee memo dtd 29 Dec 82 fm C/P&PS/OL,
same subject (OL 2 5848)

Per your request, attached is an updated milestone chart
for the LSD directorate-level objective which is to be presented
at the Quarterly Planning Conference with the DDA on 2 February.
Questions concerning the objective should be directed to



STAT

Att

OL 10000-83



Office: OL/LSD
 Objective Statement: Improve the physical environment and the quality of food and service
 Responsible Officer: in the Executive Dining Room
 Significant Funding Amount: \$ _____
 Quarter Ending: _____

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			N									
Present a proposal for improvement to management				0								
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						0						

Level
Reported at Biweekly
1st Quarter

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer:

Significant Funding Amount: \$_____ FY - 83

Quarter Ending: 21 January 1983

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0				0							
Input all data required to administer the automated program.			0						0			
Verify input against manual records.				0						0		
On-line operation of automated system.				0							0	

Office: OL/LSD

O — Scheduled

Objective Statement: ISD support to Roosevelt Bldg. in terms of courier and shuttle service, X — Actual
 Responsible Officer: establishment and stockage of supply room, routine
 Significant Funding Amount: \$ FY-83 maintenance support, etc.

STAT

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Determine furniture requirements.					0							
2. Specify and order furniture and wall art for public and office areas.			OX									
3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building.			OX									
4. Establish a working group to facilitate a smooth move-in by the occupants of the building.				0								
5. Establish a building supply room.							0					
6. Determine the type of courier and shuttle service to be used to accommodate the building occupants.						0						